**REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE (ARC) APPROVAL**

***(PLEASE ALLOW 30 DAYS FOR RESPONSE.  EVERY EFFORT WILL BE MADE TO RESPOND IN LESS THAN 30 DAYS.)***

1. **Submitter Information**

|  |  |
| --- | --- |
| Name |  |
| Address/Unit # |  |
| Phone |  |
| Email |  |
| Date Submitted: |  |

1. **Requested Change (please check)**

***(NOTE: EACH REQUESTED CHANGE REQUIRES A SEPARATE APPLICATION.)***

|  |  |  |  |
| --- | --- | --- | --- |
| Add Extended Roof |  | Front Door Replacement |  |
| Add Open Porch |  | Patio Door Replacement |  |
| Add Screened Porch |  | Storm Door Replacement |  |
| Add Sun Room |  | Windows Replacement |  |
| Add Deck |  | Fence Replacement |  |
| Add Wrought Iron Railings |  | Landscaping on Common Property |  |
| Other (please specify): | | | |

1. **Specific Description of Change**

***(NOTE: ALL INFORMATION REQUESTED IS REQUIRED FOR APPLICATION TO BE CONSIDERED COMPLETE.)***

|  |  |
| --- | --- |
| Location on property-specify |  |
| Size/dimensions of modification |  |
| Color |  |
| Materials | ***(Note: ALL wood used MUST be pressure treated.)*** |
| Estimated Dates | Starting: Completion:  ***(Starting date must be after approval is given.)*** |
| Contractor  Name, Address  & Phone  (if applicable) |  |

1. **Required Attachments**

***(NOTE: DOCUMENTS BELOW MUST BE ATTACHED FOR APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION IS PROVIDED TO THE ARC.)***

* + - Photos of samples of change requested (hand drawings NOT acceptable)
    - Detailed plans or drawings including 3 views (front, top, side); must show architectural detail
    - Landscaping on common property details (types of plants, quantities, additions, removals)
    - **The Architectural Control Committee (ARC) reserves the right to request more information to clarify this application.**
    - **Changes prior to ARC approval are not in accordance with the Association's Declaration of Covenants, Conditions and Restrictions and may result in fines.**
    - **Approval by the ARC does not in any way guarantee approvals by the City, County or any other such agencies, and all such approvals or permits are the responsibility of the applicant.**
    - **The ARC has 30 days from receipt to respond to your request; however, every effort will be made to respond sooner than that. The process does not begin until all required documents are received by the ARC.**

*For Architectural Control Committee (ARC) Use Only:*

|  |  |
| --- | --- |
| Date ARC rec’d completed app |  |
| Date completed app reviewed |  |
| Date homeowner notified of decision |  |
| ARC DECISION | Approved: Conditional Approval: Unable to Approve: |
| REASON for application decision: | |

**To submit this ARC Request for Approval:**

**1. Download this form, fill it out, save it on your computer and then email it with all the required attachments & documents to:**

**Architectural Control Committee**

**Sardis Forest Patio Homes Association**

**Email Address: SardisForestARC@gmail.com**

**2. If you are unable to submit this form electronically, mail the completed form with all the required attachments & documents to:**

**Sardis Forest Patio Homes**

**c/o Cedar Management ARC**

**PO Box 26844**

**Charlotte, NC 28221**

**Please note Cedar Management will charge the homeowner $20.00 to $30.00 for handling any ARC request received by mail.**